



BEIJING CITY INTERNATIONAL SCHOOL
北 京 乐 成 国 际 学 校

An IB World School Accredited by CIS & WASC



WELCOME

New Teacher Orientation Guide

HUAN YING

2022-2023

文行
忠信
Empowering and
Inspiring through Challenge
and Compassion

School Mission

The BCIS mission is to challenge and empower students to be compassionate and inspired people, who act for the good of all and for the sustainable development of the world.

School Vision

BCIS will be widely respected as an inclusive school offering a model cosmopolitan education.

School Philosophy

As learners we value...

文行忠信
Empowering and
Inspiring through Challenge
and Compassion



文 Wén

- curiosity, seeking understanding and enjoyment of lifelong learning
- academic achievement, physical well being, and personal success
- knowledge developed from diverse perspectives
- awareness and understanding of local and global issues



行 Xíng

- inquiry and risk-taking in a safe and caring learning environment
- academically rigorous challenge, achieved through a differentiated approach
- creative thought, critical reasoning, and inspired action
- open and respectful communication



忠 Zhōng

- shared responsibility for learning
- service to local and global communities
- commitment to environmental sustainability



信 Xìn

- respect for self and others
- cultural understanding and linguistic diversity
- the uniqueness of China

School Motto

Empowering and inspiring through challenge and compassion



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GENERAL INFORMATION

Welcome from the BCIS Educational Leadership Team!

Dear Teachers,

It is our pleasure to offer a warm welcome to those of you who have already been appointed to Beijing City International School (BCIS) and to those who are considering joining us.

The purpose of this booklet is to provide you with some information about our school, about our dynamic host city, Beijing, and about the endlessly fascinating country of China. To whet your appetite about coming to Beijing you should look up some of the websites mentioned in these pages.

BCIS is a relatively young school that has made enormous strides in its short history. Founded in 2005, we have outstanding facilities on a campus with a prime location in downtown Beijing. With the approval of the Education Committee of Chaoyang District, Beijing, based on creatively and authentically implementing the Chinese National Curriculum, the school curriculum consists of early childhood, primary years programme, middle years programme and diploma programme, all accredited and authorized by the International Baccalaureate Organization. Alongside the IB, BCIS offers high school students to ability to tailor make a course of study that meets their interests and educational goals through the IDEATE program. The school is also accredited by the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC). As a member of the East Asia Regional Council of Schools (EARCOS), the Association of China and Mongolia International Schools (ACAMIS) and the International Schools Athletic Conference, Beijing-Tianjin (ISAC), the school is an active participant in various activities among the member schools and communities.

What we feel most proud of, however, are the quality of learning and teaching in our classrooms, and the collegial and supportive atmosphere that exists throughout the school community. We have an outstanding staff that is dedicated to our common task of providing a rigorous, personalized education for our students.

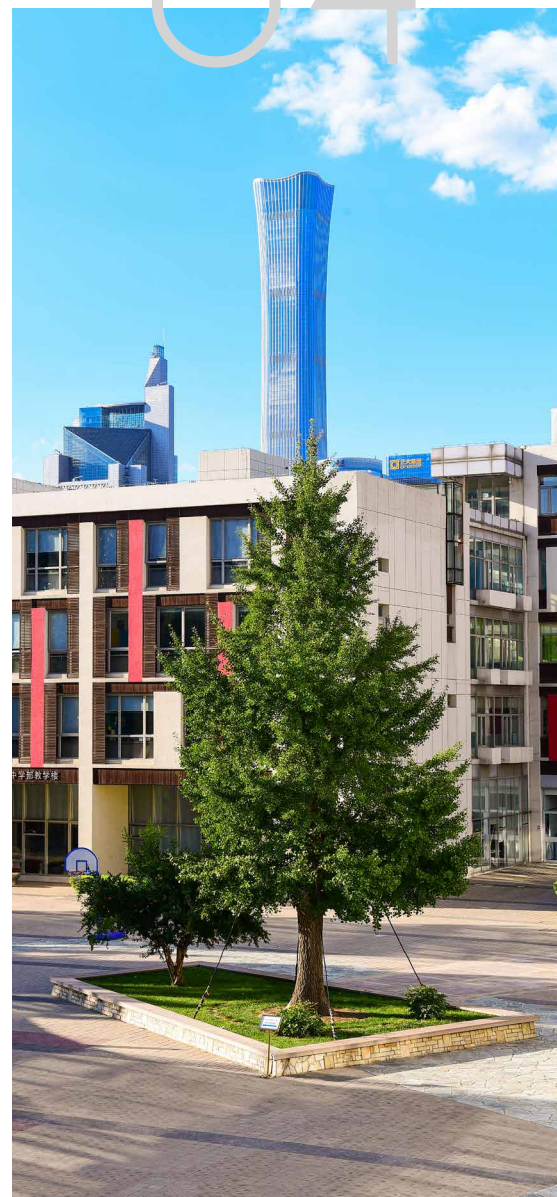
BCIS seeks energetic and highly motivated teachers with commitment to the children they teach, and a desire to collaborate closely with like-minded colleagues on an exceptionally strong team. As an ambitious school we have much still to aim for, and we therefore seek teachers who are eager to contribute to building our progressive school. Above all we seek teachers who are excited about working in a school with a mission to challenge and empower students to be compassionate and inspired people, who act for the good of all and for the sustainable development of the world.

With warm regards,

Tom Egerton, Debra Cota, Fred Schaefer, Mark Sullivan, Phil Clark, Wang Yan, Amanda Zhang, Kane Zhang, Darren Skov

BCIS Educational Leadership Team

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Introduction

YueCheng Education (YCE) provides high-quality, internationally-minded education for 2 – 18 years old students. Its constituent institutions include non-profit schools Beijing City International School (BCIS) and YueCheng Kindergartens (YCKG). Other educational projects include YueCheng Education Research Institute (YERI), Learning Frontier (LF) and Reading Frontier (RF).

BCIS opened in September 2005. It was established to provide an international education for the expatriate communities in Beijing, as well as, uniquely, offering education to the children of internationally-minded Chinese nationals. Over the years, as Beijing has developed, our local student population has increased, now making up around 73% of the total population.

BCIS is a private, not-for-profit institution governed by an appointed Board of Trustees. The school is funded by tuition fees.

The school boasts purpose-built, state-of-the-art facilities specifically designed to support our curriculum and progressive teaching and learning environment. Our 51,000 square meter main campus sits in a prime location in the heart of Beijing's Central Business District (CBD)

In addition to our large classrooms (108m²), we have a modern gymnasium, a 300-seat auditorium, a large sports field, 25-meter indoor heated swimming pool, cafeteria and food services, science laboratories, teaching kitchens, designated Design Tech/Makerspace areas and two large libraries.

In 2014/2015 the Early Childhood Program (Toddler, Nursery, Pre-Kindergarten, and Kindergarten classes) transferred to a new purpose-built Early Childhood Center (ECC) located approximately one kilometer from the flagship BCIS campus. This 21,000 square meter facility has been built to an extremely high standard (LEED Gold Standard) of environmental sustainability, in line with the school's mission.

We are justifiably proud of our facilities and location!

The school has ample space for the planned maximum of 1,400 students and is organized into Elementary School (Grade 1 through Grade 5) and the Secondary School (Grade 6 through Grade 12). Within the Secondary School, Grades 6 to 8 are referred to as "Middle School", and Grades 9 to 12 are referred to as "High School".



SCHOOL ORGANIZATION

Governance

The Board of Trustees oversees the governance of the school. The Board establishes policies and procedures to enable the school to function effectively and efficiently.

The Board

The Board recognizes the Head of School as the chief executive officer, and charges him/her with the administrative functions of operating the school. The Head of School's duties are defined by the Board.

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BCIS Parent Teacher Association

The BCIS Parent Teacher Association (PTA) is a service and support

organization involving students, parents and staff. Its mission, through partnership, is to create the best possible educational and community environment for everyone.

The PTA organizes social activities, adult classes and offers communication and information services that support the school in its mission and goals. In addition, the PTA provides support for new families entering our community, raises funds to enhance educational opportunities for all, and acts as a link to the Beijing expatriate and foreign communities.

All parents/guardians of BCIS students are members of the PTA. Staff members are also encouraged to become involved.

Annual School Calendar

The Head of School, in collaboration with other administrators and teachers, is responsible for drafting and approving the annual school calendar. By December the Head of School shall present the calendar for the forthcoming year to the Board and this shall be on the school website from January. Please check the website for the updated school calendar however, in the meantime, for information purposes refer to the 2021–22 calendar for a guideline of dates.

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SCHOOL SECTIONS

Welcome to the Early Childhood Center (ECC)

The Early Childhood Center, opened in August 2014, is located just 1 kilometer from the flagship BCIS campus.

We are delighted to be host children in our purpose-built LEED Gold Certified air filtered facility. This beautiful campus allows us to create unique learning environments that encourage curiosity and support individual inquiry. The campus boasts generously sized and well-resourced classrooms, seven teaching kitchens, a large gym, an indoor playground, an amazing early childhood library, a roof-top garden and beautifully landscaped outdoor learning spaces encouraging both environmental and sensory experiences.

At the ECC we follow the IB Primary Years Programme (PYP) curriculum framework, using elements of Walker Learning Approach and Reggio-inspired play-based pedagogy as the vehicle for student-centered learning. We truly believe that young children learn best when they are engaged in authentic experiences and can interact freely with the environment, their peers and teachers to construct understanding and meaning. We place an emphasis on learning concepts, skills, attitudes and knowledge and consider these early years to be of the utmost importance in preparing the children for a life of learning.

In addition, the ECC enjoys the ability to offer a collaborative intergenerational partnership between the Golden Heights retirement community and BCIS. Situated next door to the ECC campus, the retirement community is a member institute of the school's larger parent company, YueCheng group. Research points to the benefits afforded to both the youthful and the experienced through intergenerational relationships therefore the school warmly embraces this unique opportunity to foster connections that span a number of generations.

The Early Childhood Center serves children from toddler to kindergarten. Children at the ECC range in age from two to six years old. We have four toddler sections (two to three-year old's), six nursery sections (three to four-year old's), five prekindergarten sections (four to five-year old's) and five kindergarten sections (five to six-year old's). The ECC consists of around 38 faculty and 39 teaching assistants. The leadership team includes the ECC Principal, ECC Deputy Principal and PYP curriculum coordinator. Each of the grade levels has a Team Leader who acts as a horizontal facilitator as well as vertical Team Leaders for the areas of Literacy, Chinese Studies, Sustainability and Activities. BCIS is a mission-driven school and these school leaders are empowered to move their teams forward.

Our current teaching staff come from Australia, Canada, China, Columbia, Japan, New Zealand, Philippines, Spain, the United Kingdom, the United States, Venezuela and Zambia.

Currently the ECC Community Includes

350 Students
38 Teachers
39 Teaching Assistants (TAs)

Class Composition

Toddler (2 to 3 years of age): 17 children, 1 Teacher, 3 TAs
Nursery (3 to 4 years of age): 17 children, 1.5 Teachers, 2 TAs
Prekindergarten (4 to 5 years of age): 20 children, 1.5 Teacher, 1 TA
Kindergarten (5 to 6 years of age): 20 children, 1.5 Teachers, 1 TA

Classrooms

The ECC classrooms are spacious inspiring environments with high ceilings, flooded with natural light and views to the outdoors. The rooms are designed to allow for movement and interaction between classes, are well-resourced and promote child-initiated discovery.

Additional Specialized Areas Include

7 Teaching kitchens
Puppet theater
Large child-friendly library
Visual arts studio
Music and dance rooms
Spacious gymnasium
Dramatic theater
Roof-top garden
Landscaped outdoor learning spaces



ECC Schedule

The ECC daily schedule does not operate by periods alone but rather extended blocks of time for allowing for uninterrupted investigative play.

08:00 – 08:30 Community welcome

08:30 – 12:20 Morning sessions inclusive of small snack

12:20 – 13:20 Family style lunches

13:20 – 15:20 Afternoon sessions (nap program for Toddlers and Nursery)

15:20 Dismissal*

* Dismissal is at 14:30 every Wednesday for collaborative planning and professional development.

The campus is open to families as a community center until 16:30.

Staff meetings and collaborative planning occur on Mondays and Wednesdays until 16:30.

Communication

We value communication very highly at BCIS. Teachers and parents communicate mainly via email. All parents are encouraged to join both the class WeChat group and the class Seesaw group. Teachers provide regular information to parents through Seesaw, including photographs, work samples, newsletters and homework. Students also use it as a tool for their learning and self-reflection.

There are several opportunities for parents to meet with teachers throughout the year to communicate the learning experiences that are happening in the elementary school. These include:

- Parent in Partnership Information Sessions
- Open Houses
- Assemblies
- Performances
- Community Events
- Student Led Conferences (Student/Parent)
- Parent Teacher Conferences
- Parents As Learners Workshops

Teaching Duties

All teachers must arrive each morning fully prepared and available to meet their students as they arrive. All teachers come down to meet the students in the morning at 08:25. Teachers may depart after completion of their school activities, meetings or other responsibilities and obligations.

Teachers' contractual working hours are 08:00 until 16:00, or 16:30 on those days that the teacher runs an activity or when a meeting has been called with at least 24 hours' notice.

Staff Meetings

The purposes of staff meetings (planning sessions) are to:

- Participate in a staff development activity organized by the school or staff members
- Discuss current or future activities or programs
- Discuss concerns, questions or requests
- Plan future activities or programs
- Discuss curriculum
- Share 'best practice'
- Meet to hear staff reports, feedback and opinions relating to workshops/courses attended
- Meeting small groups/teams to plan or discuss common issues
- Ensure efficient communication

Meeting times are scheduled Mondays and Wednesdays after school. All staff are expected to attend and contribute. This time is not for general administration, personal appointments or meetings with students or parents, unless with approval from the principal. If a teacher is unable to attend a meeting, he/she must advise the meeting chair in advance. The absent teacher has the responsibility to learn what transpired at the meeting and to attend to any actions decided for which they are responsible.

ACAMIS coaches have training with students on meeting days. Where there are two coaches, at least one coach from each team must be present at each meeting. The second coach may then join training from 16:30.

Dress

manner consistent with a professional work environment. Whilst individual judgment is granted, the school administration has the responsibility to ensure that staff dressing accordance with BCIS community standards of decency and modesty.



Welcome to the Elementary School

The Elementary School opened in September 2005 with 84 students and has grown significantly since this time.

In the 2021 – 22 academic year we have:

466 Students

49 Teachers

23 Teaching Assistants (TAs)

Our teaching staff comes from China, Australia, New Zealand, Canada, the United States, Ireland, Barbados and the United Kingdom.

The Elementary School serves children from Grade 1 through Grade 5. It is organized into self-contained classes with mixed-ability groupings. The curriculum is based upon alignment with the Chinese National Curriculum and authorization with the IB Primary Years Programme (PYP).

We strive to educate the whole child in a positive learning environment that nurtures the continuous progress of each child.



Class Sizes

Grades 1 – 5: 24 students per class

Communication

We value communication very highly at BCIS. Teachers and parents communicate mainly via email. All parents are encouraged to join both the class WeChat group and the class Seesaw group. Teachers provide regular information to parents through Seesaw, including photographs, work samples, newsletters and homework. Students also use it as a tool for their learning and self-reflection.

There are several opportunities for parents to meet with teachers throughout the year to communicate the learning experiences that are happening in the elementary school. These include:

- Parent Informational Learning Sessions (PILS)
- Open Houses
- Assemblies
- Performances
- Community Events
- Student Led Conferences (Student/Parent)
- Parent Teacher Conferences
- Parents As Learners Workshops (PAL)

Curriculum

In the ES, we are authorized to offer the IB Primary Years Programme (PYP) and have creatively and authentically embedded the Chinese National Curriculum within our Programme of Inquiry. This is a curriculum framework that covers all key learning areas – Chinese, language arts, mathematics, science, social studies, arts (visual art and music), and personal, social and physical education. PYP utilizes an inquiry-based approach to learning with emphasis on skills acquisition in a transdisciplinary format.

More information about IBPYP can be found at www.ibo.org
Information about the BCIS curriculum is on our website www.bcis.cn

To summarize, the Elementary School program at BCIS is based upon the following:

- Self-contained, mixed-ability classes
- Chinese National Curriculum aligned with the IB Primary Years Programme

Our transdisciplinary, child-centered and inquiry-based approach uses a play-based teaching methodology that encourages opportunities to develop understanding of self and others in a highly collaborative environment.

There are early finishes on Wednesday (14:40), this allows for curriculum development meetings from 14:40 – 16:30 across divisions.

EAL

Many of our students are English as additional language learners (EAL). We have EAL support teachers from Grades 1 to 5. The support is a combination of pull-out and in-class support, depending on the English level of the child. The EAL teachers and the homeroom teachers work very closely together. We use the WIDA assessment tool to assess EAL students.

Student Support

We have a Student Support Team, which includes two Learning Support teachers, two Learning Support TAs and a Counselor. We admit students into BCIS who have mild learning difficulties and who are able to operate, with minimum support, in the mainstream setting.

ES Facilities

The ES has large classrooms (108sqm) that have both wet and dry areas. Each classroom has a sink, storage cupboards and good lighting.

The ES has its own library with a full-time teacher librarian and two library assistants. The library is very well resourced with over 20,000 books, as well as the hub of our online learning resources.

The ES also has its own cafeteria, which seats all students. Fourth- and Fifth-grade students eat in the atrium, which is adjacent to the cafeteria.

There are multiple outdoor play spaces for students to use at recess and after school. Each has a play frame and a sandbox. The back play area, for Grade 1 students, also has scooters and a short obstacle course with a climbing wall.

The ES shares a theater, sports complex, swimming pool and outdoor field with the Secondary School.

ES Schedule Resources

08:20 – 08:30	Homeroom	12:30 – 13:20	Lunch
08:30 – 09:10	Period 1	13:20 – 13:30	Homeroom
09:10 – 09:50	Period 2	13:03 – 14:10	Period 6
09:50 – 10:30	Period 3	14:10 – 14:50	Period 7
10:30 – 11:10	Recess/Snack	14:50 – 15:30	Period 8
11:10 – 11:50	Period 4	15:30	Buses Leave
11:50 – 12:30	Period 5		

BCIS is a well-resourced school. We have built up an array of resources to support our Units of Inquiry, as well as our mathematics and language instruction and other specialist subject areas.

The subject areas have an operational budget to order materials during the year as needed. However, there is only one overseas ordering period during the year (January) and no other overseas orders can be made for the rest of the academic year. Most resources are sourced locally throughout the year.

Supervision Duties

All teachers have supervision duties during the week. On average, each teacher has two to three duties per week, totaling 55-80 minutes approximately.



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Teaching Duties

There are 39 periods in a school week and ES teachers are required to teach a maximum of 28 periods out of 39. There may be times when teachers are asked to cover absent colleagues, although this is generally kept to a minimum.

All teachers must arrive each morning fully prepared and available to meet their students as they arrive. All teachers come down to meet the students in the morning at 8.15am. Teachers may depart after completion of their school activities, meetings or other responsibilities and obligations.

Staff Meetings

The purposes of staff meetings (planning sessions) are to:

- Participate in a staff development activity organized by the school or staff members
- Discuss current or future activities or programs
- Discuss concerns, questions or requests
- Plan future activities or programs
- Discuss curriculum
- Share 'best practice'
- Meet to hear staff reports, feedback and opinions relating to workshops/courses attended
- Meeting small groups/teams to plan or discuss common issues
- Ensure efficient communication

Meeting times are scheduled Mondays and Wednesdays after school. All staff are expected to attend and contribute. This time is not for general administration, personal appointments or meetings with students or parents, unless with approval from the principal. If a teacher is unable to attend a meeting, he/she must advise the meeting chair in advance. The absent teacher has the responsibility to learn what transpired at the meeting and to attend to any actions decided for which they are responsible.

ACAMIS coaches have training with students on meeting days. Where there are two coaches, at least one coach from each team must be present at each meeting. The second coach may then join training from 16:30.

Teachers' contractual working hours are 08:00 until 16:00, or 16:30 on those days that the teacher runs an activity or when a meeting has been called with at least 24 hours' notice, usually Mondays and Wednesdays.

Dress

Teachers are role models and students will follow their lead. Dress should be neat and in good condition, in a manner consistent with a professional work environment. Whilst individual judgment is granted, the school administration has the responsibility to ensure that staff dressing accordance with BCIS community standards of decency and modesty.



1 1

Welcome to the Secondary School

comprises Grades 6 – 12, and offers the MYP (6 – 10) and the DP and IDEATE programs (11 – 12). At the time of writing, we have:

273 students, from 18 nationalities, in Grades 6 – 8
216 students, from 14 nationalities, in Grades 9 – 12
66 teachers in Middle and High School

Our teachers come from Australia, Canada, China, Ireland, Mexico, South Africa, South Korea, Kenya, Kazakhstan, the Philippines, Jamaica, Rwanda, Portugal, Columbia, the United Kingdom and the United States.

We strive to educate the whole child in a positive learning environment that nurtures the continuous progress of each child.

Class Sizes

Target class size is 20 students, with a maximum of 24 and an average class size of 18. Language and IBDP and IDEATE subject classes are generally smaller.

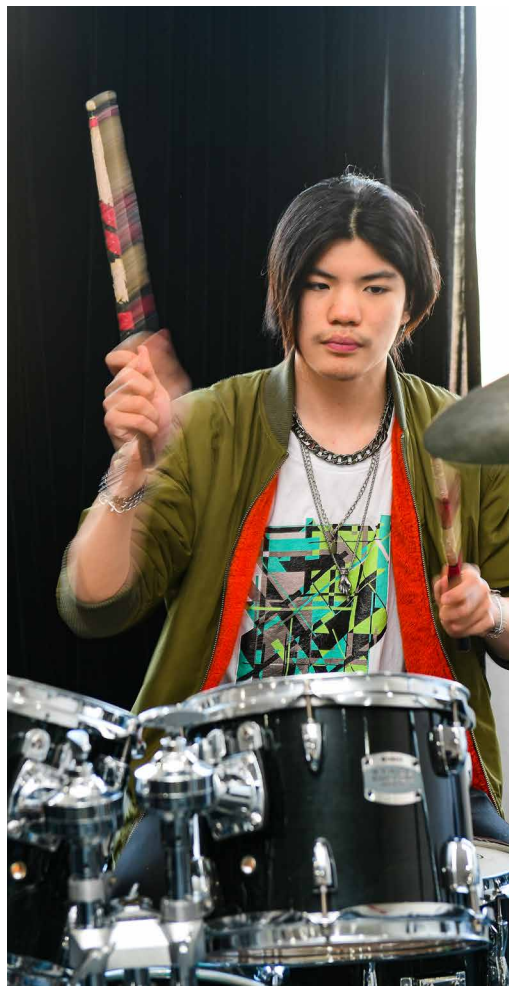
Communication

Communication is a top priority at BCIS. All teachers' BCIS email addresses are published on the school website. We encourage our parents to contact teachers if they have queries.

We use Schoology as a Learning Management System for curriculum planning, assessment and reporting and enhancing communication to parents and students. Schoology is also an online learning environment that is used by all teachers to publish subject information, class assignments, resources, and daily messages. Students and parents can access this information at any time.

There are a number of information, curriculum and university evenings throughout the school year.

There are two full end-of-semester written reports, which give information on achievement levels. We also hold Student Led Learning Conferences in October and March.



Curriculum

BCIS is an International Baccalaureate (IB) World School which places a strong emphasis on personalized learning and academic rigor. We have aligned the Chinese National Curriculum with the BCIS curriculum and we are authorized to teach the IB Diploma Programme in Grades 11 and 12 and the IB Middle Years Programme in Grades 6 to 10. BCIS stresses the importance of inquiry and educating the whole child. The school strives to incorporate positive programs and/or features of other educational systems to meet the needs of the international student body. The language of instruction is English.

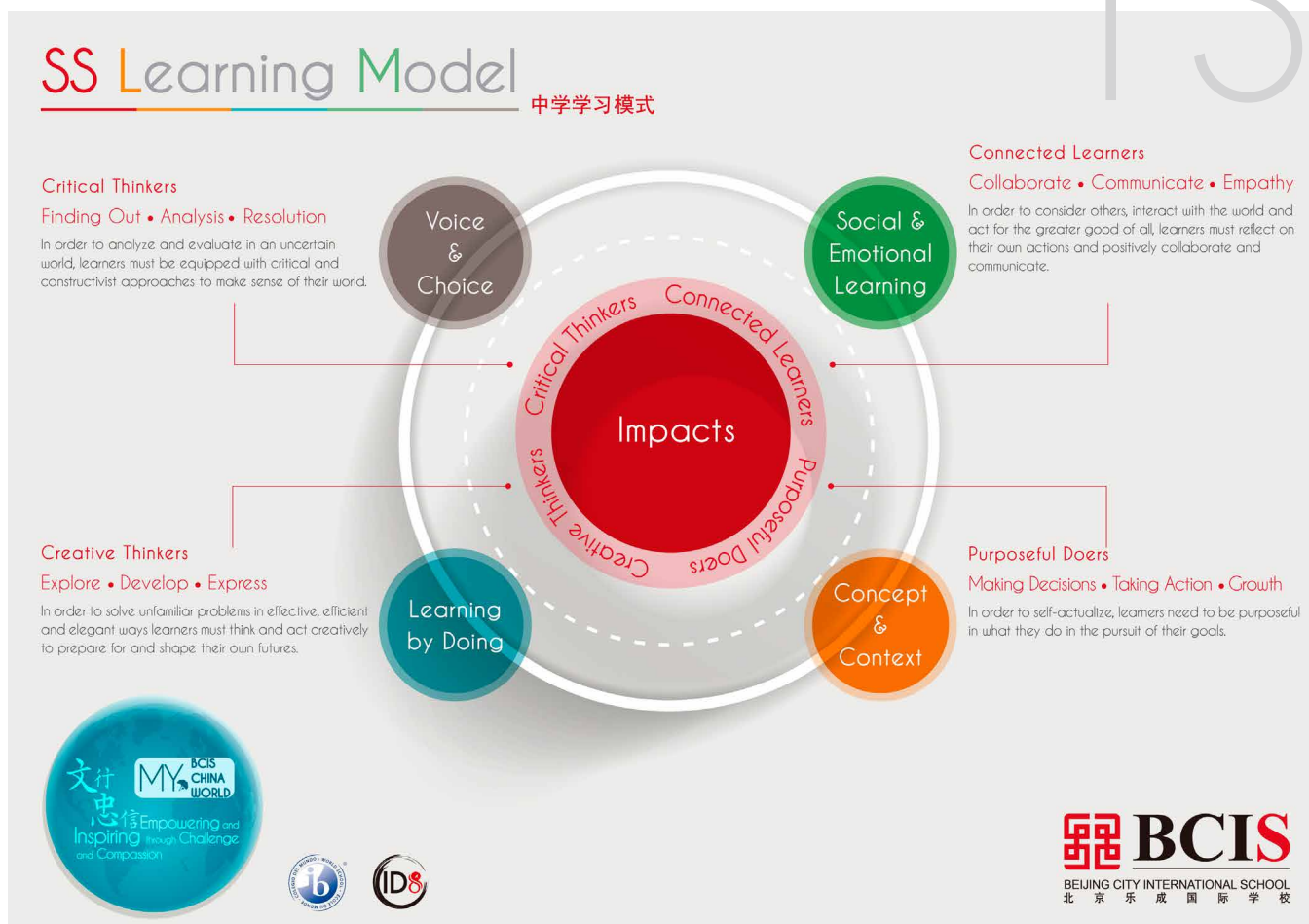
IDEATE (Innovation, Design, Entrepreneurship, Arts, Technology, Experience)

After completing the MYP at BCIS, students have the option to fulfill the graduation requirements through two avenues, the International Baccalaureate Diploma Programme (IBDP) or BCIS's very own IDEATE program. A student who selects the IB Diploma Programme will follow the IB's program of study. IDEATE students are offered opportunities to concentrate in areas of Science, Design Technology, Performing or Visual Arts, or Business. Both avenues to graduation live our learning model and strive to develop the BCIS Impacts of learning through our teaching Pathways.

BCIS's IDEATE program recognizes the need to provide choice for students as they journey towards post-secondary education. It offers avenues for students to pursue their passions with project-based learning as the focus. The IDEATE program runs parallel to the IBDP and students are required to choose from IBDP and IDEATE courses, conduct an extended project, pursue internships and prepare a learning portfolio.

IDEATE is an opportunity for teachers to critically and creatively meet the needs of students through the flexibility in course design or being a part of the development team to ensure quality programming and continue review.

We are an inclusive school that admits students who can benefit from our program and whose families are committed to our school mission. To gain admission to, or continue in, the school's program of studies, students must either be fluent in the English language or willing to develop fluency through the school's EAL (English as Additional Language) program. We offer this program to children deemed a good fit for BCIS.



BCIS offers the following IBDP subjects for school year 2021 – 22:

Group 1

Studies in Language & Literature (HL/SL)

English A: Language & Literature

Chinese A: Language & Literature

Group 2

Language Acquisition

English B (HL/SL)

Mandarin B (HL/SL)

Mandarin ab initio (SL only)

Spanish ab initio (SL only)

Group 3

Individuals & Societies

Economics (HL/SL)

Business Management (HL/SL)

Psychology (HL/SL)

History (HL/SL)

Geography (HL/SL)

Group 4

Sciences

Chemistry (HL/SL)

Biology (HL/SL)

Physics (HL/SL)

Computer Science (HL/SL)

Design Technology (HL/SL)

Group 5

Mathematics

Mathematics AA (HL/SL)

Group 6

The Arts & Electives

Music (HL/SL)

Theatre (HL/SL)

Visual Arts (HL/SL)

IB Diploma Core

Theory of Knowledge (TOK)

Extended Essay (EE)

Creativity, Activity and Service (CAS)

Subject offerings may vary year to year depending on student choice.

IDEATE Diploma Program

The IDEATE program empowers students to take charge of their learning and thrive in an ever-changing world, offering students voice and choice their final two years of the BCIS Diploma.

IDEATE students are challenged to pursue their own ideas and transform their learning through meaningful educational pursuits. The program is designed to celebrate and develop students' strengths, talents, and skills in ways that will support any future aspirations. Flexibility within the program allows for a personalized avenue towards post-secondary education and a chance to focus on areas of their choosing.

The IDEATE program consists of four core program components, Courses, Projects, Experience, and a Learning Portfolio.

The Courses

The learning environments of IDEATE courses develop the following Impacts through interdisciplinary subjects and disciplinary thinking with a focus on transfer. All courses, regardless of discipline develop and assess the four Impacts.

- Critical Thinking
- Creative Thinking
- Purposeful Doing
- Connected Learning

A variety of assessment tools are used such as investigations, portfolios, projects, exhibitions, tests, and problem-solving.

The IDEATE Project

All IDEATE students complete the IDEATE Project Course in grades 11 and 12.

This course builds students' skills, interests and strengths in order to pioneer an entrepreneurial project. Projects vary in scope and range, and are always student directed.

The Learning Portfolio

IDEATE students curate a collection of artifacts and portfolio entries to showcase their learning and character development. The portfolio curation and reflection process form one aspect of student self-assessment of their learning. Students defend their portfolio in a panel presentation at the conclusion of the second year in the program.

Experience

A key component of the IDEATE program is Experience. This includes short or long-term internships, interviews, shadow days, and other such interactions with professionals in a given field. Community involvement is highly valued and students are expected to contribute using their strengths and interests. This is done through our extensive enrichment program.

An important aspect of the IDEATE program is service and students incorporate service into their course work, their Project, and/or their Experience.

All successful IBDP and IDEATE students are also awarded a BCIS High School Diploma.

English as an Additional Language (EAL)

assistance in becoming fluent in the English language. To provide that assistance, the school has a comprehensive EAL program that includes both push-in and pull-out support.

At BCIS all non-native English-speaking students are tested when they arrive at school. Once the English language proficiency level has been determined, students are placed in the EAL program as needed.

How long a student remains in the EAL program is determined by how quickly the student acquires English. Our EAL and classroom teachers determine placement in the EAL program.

Daily Routines

The school day starts promptly at 08:10 for Secondary School students.

All teachers should arrive in school each morning by 08:00, fully prepared and available to meet their students as they arrive. Teachers are reminded that contractual working hours are 08:00 until 16:00, or 16:30 on those days when an enrichment activity is taking place or when a meeting has been called (with 24 hours' notice). Teachers may depart after or, more to whole school completion of their school activities, meetings or other responsibilities and obligations.

Dress

Teachers are role models and students will follow their lead. Dress should be neat and in good condition, in a manner consistent with a professional work environment. Whilst individual judgment is

granted, the school administration has the responsibility to ensure that staff are dressing accordance with BCIS community standards of decency and modesty.

Staff Meetings

The purposes of staff meetings (planning sessions) are to:

- Participate in a staff development activity organized by the school or staff members
- Discuss current or future activities or programs
- Discuss concerns, questions or requests
- Plan future activities or programs
- Discuss curriculum
- Share 'best practice'
- Meet to hear staff reports, feedback and opinions relating to workshops/courses attended
- Meeting in small groups/teams to plan or discuss common issues
- Ensure efficient communication

Meeting times are scheduled Mondays and Wednesdays after school. All staff are expected to attend and contribute. This time is not for general administration, personal appointments or meetings with students or parents, unless with approval from the principal. If a teacher is unable to attend a meeting, he/she must advise the meeting chair in advance. The absent teacher has the responsibility to learn what transpired at the meeting and to attend to any actions decided for which they are responsible.

ACAMIS coaches have training with students on meeting days. Where there are two coaches, at least one coach from each team must be present at each meeting. The second coach may then join training from 16:30.



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Supervision Duty

All teachers will be assigned supervision duties throughout the week. It is the teacher's responsibility to be aware of the supervision times and days and to ensure that he/she is on time to all duties. Students are not to be left unsupervised at any time.

Students in the Secondary School are made aware of out of bounds areas and acceptable behavior. For behavior, we follow the 4 B's: Be Respectful, Be Responsible, Be Safe and Be Compassionate.

Secondary School Facilities

The Secondary School at BCIS is an Apple 1:1 laptop learning environment for all students. The building has wireless access throughout, and teachers are provided with Apple MacBooks, training, and technical support. This includes Mac101 training for students new to BCIS and teacher training.

The Secondary School has large classrooms (108m²) that have good storage and display facilities.

In addition to the standard classrooms, the Secondary School has a green screen room, five General Science Labs, a teaching kitchen as well as three Design Technology Laboratory/Workshop areas. There is a suite of three music rooms (and 5 practice rooms), and large areas dedicated to the teaching of Drama and Movement. Visual art facilities include those for ceramics, stain glass, painting and drawing, with each student in grades 11 and 12 being assigned a personal studio space. The Impact Center is an open plan flexible learning space with six individual instructional areas.

The Secondary School has its own library with a full-time librarian and a library assistant. The library is very well resourced with books, DVDs, magazines and the capacity to access databases including external resources.

The Secondary School also has its own cafeteria, which seats approximately 400 students, and a café called "The Zone".

The Secondary School shares a 300-seat theater, black box theater, sports complex, swimming pool and sports field with the Elementary School.

Resources

The Secondary School is well-resourced and more than able to support our curriculum. Each subject area has its own operational budget from which educational materials are ordered. The budget process is reviewed annually.

Students

students. Currently, the most represented nationalities in the Secondary School are Chinese, American and South Korean.

We celebrate our diversity in many ways, including community events such as International Day, Week Without Walls and commitment to serving our community.

Teaching Duties

There are 4 class periods per day operating in an A – B 8 – day rotation. Teachers are normally on a 5 – class teaching load plus daily an Advisory class.

Secondary School Advisory Program

Every teacher in the Secondary School is also an Advisor to a group of up to 12 students. Advisory is built into the daily timetable and meets for one 40-minute period each weekday except Wednesday. Two of these periods are dedicated to advisory lessons that are planned collaboratively by grade level. The Advisor is an advocate for each of their students and helps to monitor academic progress, social emotional development and is the first point of contact for parents and teachers should there be a concern that requires monitoring or intervention. The Advisor is also responsible for helping students curate their Learning Portfolios and facilitates Student Led Learning Conferences for the students in their advisory twice per year.

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Whole School General Information

Admissions

BCIS welcomes students from families who understand and support the school's mission, philosophy and goals. The school admits students of all nationalities, subject to the availability of space and resources. The admissions cutoff date for applicants to a grade level is August 31st.

Teacher Appraisal

BCIS makes a commitment to all of its teachers to provide an environment in which they can grow professionally and develop their full potential. BCIS operates a teacher appraisal system that is based on research-based criteria for effective teaching and in the areas of learning environment and general professional involvement. The appraisal process follows a three-year cycle and is linked to the teacher's professional development.

Behavior and Discipline

BCIS is a friendly, caring school. We expect the behavior of our students to be of a very high standard. Self-discipline and respect for others are the basis for good behavior. Students, parents and teachers work together to ensure that good discipline is maintained.

Students are expected to maintain exemplary behavior on all school sponsored events on or off campus, on field trips or when using school transportation.

The Faculty has developed the 4B's, which is shared with students and parents:

- Be Safe
- Be Responsible
- Be Respectful
- Be Compassionate

Email

All networked computers in the school have access to email via an intranet. All teachers are assigned an email account (*Your.Name@bcis.cn*) through which they can send and receive email.

Professional Development

The school is committed to supporting the professional development of its teachers. To this end, there is a professional development budget that supports teacher attendance at outside workshops and conferences, hosting of educational consultants, and a program of school-based professional development activities. The development and implementation of the professional development

program is led by Curriculum Coordinators and Principals. Additionally, there is a volunteer Professional Development Committee that oversees the applications for extra professional development requested by teachers.

Days are set aside on the school calendar for professional development. These days are used for workshops and seminars. The days will be organized by members of the Professional Development Committee and by the Educational Leadership Team.

Themes for professional development days include:

- Curriculum review or a specific curriculum focus
- Sharing of 'best practice'
- Authorization and accreditation planning
- Strategic planning

Orientation of New Staff

All new staff participate in an orientation program designed by the Head of School, Principals and HR department. New staff are expected to report to school one week ahead of returning staff. The reporting date for new staff is typically the last week in July.

Contracts

All staff receive a written contract stating the terms and conditions of employment, including salary and benefits. Academic staff are entitled to two personal days, fourteen sick days annually, adoption leave and compassionate leave, according to the terms of the personnel policies. BCIS offers one staff member paid sabbatical leave annually for those who've worked for BCIS for at least five years. The employee, Head of School, and a member of the Board of Directors sign contracts. A copy of the contract is kept in the employee's file in the HR department. The employee will keep a duplicate.

Probation

The school operates an initial probationary period of two months commencing the first day of employment, during which time the teacher's service may be terminated by the school or by the employee. The teacher will be informed at the end of two months of the school's decision regarding continuation of contract.

Very rarely a staff member may be placed on a second probation when either the Principal or Head of School has determined that a teacher's performance is giving cause for concern. The probationary period in this case will be 12 contact weeks with performance being reviewed at the end of 8 weeks. If the results of the review are positive, the teacher will be informed that probationary status will be removed at the end of the 12 contact weeks. If the results are negative, the teacher will be issued with a preliminary notice of contract non-renewal.

Expectations of Professionalism

Teachers are expected to promote, support and contribute to a collaborative, supportive and positive work environment. Everyone has the right to work in a climate which is positive, optimistic and rewarding.

Teachers are expected to present themselves in a manner which could not, in the opinion of colleagues, students or parents, be associated with casual or leisure activities. Jeans and/or T-shirts in particular do not constitute appropriate dress for teachers at BCIS, with the exception of our casual Friday dress day. Modesty in dress, in respect of other cultures, should be observed.

BCIS' philosophy suggests that students respond more effectively to encouragement than to penalty or criticism. We strive to live the learner profile.

In an international school it is imperative that all staff are culturally aware, and that we understand and respect differences as well as that which unites us. We must avoid voicing opinions or presenting materials that could be offensive to any students, parents, or colleagues.

Unity in diversity: Our international and cultural diversity is celebrated and used as a teaching resource. Teachers are expected to maintain high standards of punctuality, and to demand equally high standards of their students.

Staff must never leave themselves open to an allegation of dishonesty.

Teaching colleagues and students have the right to be treated with courtesy at all times.

Staff should be supportive of their colleagues. It is not appropriate to discuss either their fellow teachers or pupils with parents and other students.

In cases of absence, teachers should set work in a manner which avoids placing an unnecessary burden on those covering their lessons.

Teachers should at all times be mindful of the fact that they represent the school, even outside of school hours. Confidential matters must not be discussed with outsiders; behavior should be respectable and responsible, in keeping with professional standards.

Enrichment Activities

In addition to the regular daily classroom schedule, BCIS offers an Enrichment Activities (EA) Program. A variety of activities and clubs are available in which students in Grades 1 – 12 may choose to participate.

Typically, three EA sessions are offered during the school year. The activities vary, depending on the interests of the students as well as the availability of qualified instructors for each activity. Each session is advertised and registration takes place prior to the commencement of the EA session. Students may register to participate in activities provided by teachers and community members. Some EA sessions involve a cost for parents, this is clearly shown at registration.

Teachers are expected to offer two out of three EA sessions per year. Examples of past EAs are as follows:

Chinese Culture (music, dance, calligraphy, painting, Go Chess)
Cooking
Aviation
Circuitry
Robotics
Creative Writing and Poetry
Drama
Orchestra
Gymnastics
Roots & Shoots Club
Model United Nations
Speech and Debate Club
Student Council
Sports

Sports

BCIS runs an extensive program of sporting activities. Membership of the International Schools Athletic Conference Beijing/Tianjin (ISAC) and the Association of China and Mongolia International Schools (ACAMIS) ensures that students from upper Elementary upwards engage in a wide program of inter-school leagues and tournaments. With the support of the BCIS Athletic Director, teachers are therefore encouraged to become team coaches.



Code of Conduct

The teachers will be asked to sign the code of conduct as below:

Beijing City International School (BCIS) is committed to the safety and protection of children. This Code of Conduct applies to all faculty, staff, employees and volunteers who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity.

I promise to strictly follow the rules and guidelines in this Code of Conduct as a condition of my providing services to the children and youth participating in BCIS programs.

I will:

- * Comply with the relevant laws and regulations of the Chinese government, including but not limited to safety and health related regulations and education industry standards.
- * Place the safety and health of students as the highest priority, stop violations of safety systems and operating procedures in a timely manner, and manage students well on campus to ensure students' safety.
- * Treat everyone with respect, patience, integrity, courtesy, dignity, and consideration.
- * Never be alone with children and/or youth at school activities without another adult being notified.
- * Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth; adults should be aware of the possible harm and misunderstanding associated with the use of sarcasm, especially with second language learners.
- * Maintain appropriate physical boundaries at all times and touch children – when necessary – only in ways that are appropriate, public, and non-sexual.
- * Comply with the school's mandatory reporting rules and reflect any potential physical and mental health and safety hazards, including but not limited to incidents of child and/or youth abuse. According to the school's child protection policy, any emergency should be reported in time according to the school's established procedures, and appropriate and effective measures should be taken to fully cooperate with the follow-up investigation and treatment.
- * Communicate clearly between parents and school, to cooperate effectively with parents in family safety and health education.
- * Ensure that safety and health education is integrated with school teaching, participate in various safety education training and drills organized by the school.

I will not:

- * Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- * Inflict any physical or emotional abuse such as striking, spanking, shaking, dragging, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- * Smoke or use tobacco products, or possess, or be under the influence of alcohol or illegal drugs at any time while working with children and/or youth.
- * Transport a student home alone without the knowledge of their parent or guardian.
- * Accept gifts from or give gifts to children or youth without the knowledge of their parents or guardians. Adults should never buy alcohol, drugs, cigarettes, videos, or reading material that is inappropriate and give it to young people. Staff members and volunteers should not accept gifts from, or give gifts to children without the knowledge of their parents or guardians and they must inform their division principal if given a gift.
- * Engage in private communications with children via text messaging, email, Facebook, Twitter or similar forms of electronic or social media except for activities strictly involving school business without the knowledge of their parents or guardians. Electronic communication that takes place over a school network or platform may be subject to periodic monitoring.
- * Use profanity in the presence of children and/or youth at any time.
- * Share any privileged information about children (demographic, locational, photographic) outside of the school without written, expressed consent.
- * Engage in any form of un-welcome conduct including workplace bullying, discrimination and /or harassment (sexual, physical or verbal). Please refer to the BCIS Personnel Policy Manual.

I understand that as a person working with and/or providing services to children and youth under the auspices of BCIS, I am subject to a criminal history background check.

COUNTRY BACKGROUND

China

The People's Republic of China is the world's third largest nation by land area and shares borders with 16 other countries. China is one of the oldest civilizations in the world and is quickly becoming an industrialized nation and a major economic power. Mainland China has a population of 1.4 billion people. Han Chinese makes up about 93% of the total population; the rest is composed of 55 or so minority nationalities. Mandarin is the official Chinese language.



Beijing

Beijing is the capital city of China. The city is China's national, political, cultural and educational center. The area of Beijing is 16,808 square kilometers and has a population of approximately 20 million. The capital was proud to hold the 2008 Summer Olympics and named the host of the 2022 Winter Olympics Games. Beijing is China at its most dynamic, a vivid metropolis spiked with increasingly spectacular high-rises. It is a city changing and growing at a furious pace. However, although located within the city's CBD, BCIS occupies a relatively tranquil site.

This forward-looking city has an extensive past; for a thousand years the drama of China's imperial history was played out here, with the emperor sitting enthroned at the center of the Chinese universe. Though Beijing is a very different city today. Shanghai and Hong Kong may have financial significance, but Beijing remains spiritually and politically at the heart of the nation. Its lure is irresistible to many Chinese people, who come here to fulfill dreams of business, political and cultural success.

Climate

Winter in Beijing is very cold and very dry. Temperatures can drop to minus 15jæ at night. Thermal clothing and humidifiers are recommended and both can be purchased in China. If you wish to wear more thermals, it is better to bring them with you from your home country.

Normally spring is a very short season with pleasant dry weather, moderate temperatures and sunny blue skies. It can be windy and dusty at times. Summer is hot and humid with temperatures reaching 30jæ and above. Autumn is a short, pleasant season with moderate temperatures.



Language

As the most widely spoken language on earth, Mandarin Chinese is hard to overlook. Derived from the language of Han officialdom in the Beijing area, Mandarin has been systematically promoted over the past 100 years to be the official unifying language of the Chinese people. English is rarely spoken in day-to-day situations. Very few taxi drivers and shop assistants understand English. It is advisable to learn some simple phrases or words before coming to China. A phrasebook or app is essential. Chinese is spoken by a large number of non-Chinese residents. Private tutors are available and there are a number of language schools offering classes in the evenings. Mandarin phrase books or apps are readily available online.

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USEFUL WEBSITES

Discover China: <https://www.discoverchina.com/>

Beijing's official website offering historical and economic information on Beijing and other cities: <https://www.beijing.gov.cn>

China Internet Information Centre: <https://www.china.org.cn>

Online version of China's English-language newspaper: <https://www.chinadaily.com.cn>

Information about China's government, law, education, entertainment, travel, etc: <https://www.chinatoday.com>

Online guide to destinations around the world: <https://www.roughguides.com>

Travel Company: https://www.trip.com/?locale=en_US

PRE-DEPARTURE INFORMATION

Your Travel Plans

It is important that you notify the BCIS Human Resources Manager of your arrival details well in advance of your actual arrival. Typically, new teachers should plan to arrive in Beijing around the last Friday in July, subject to change according to our calendar that will be available in December/January. You will be met by a BCIS staff member at the airport. Look out for the placard with the BCIS logo!

Arrival details should include:

- Date and time of arrival
- Airport of arrival (Beijing International Airport or Beijing Daxing International Airport)
- Name of airline
- Flight number
- Airport of departure
- Number of persons in your party
- Number of suitcases/boxes that will accompany you

PLEASE NOTE: If you plan to arrive in Beijing earlier than the recommended day in July set by HR, we cannot guarantee your apartment will be ready. In addition, please be aware that your residence permit will be then applied for earlier than the other new teachers. When the visa is renewed in the following year, an extra fee may be incurred for the visa renewal if you want to extend the visa to be on the same schedule as the other teachers. Additional fees will be borne by the teachers.

It is preferable if you could arrange an arrival in Beijing during the daytime, so that we are able to show you to your accommodation and surrounding area. We understand that this is not always possible.

Please find the following BCIS contact information for your reference:

Beijing City International School 北京乐成国际学校

Address 地址: No.77, Baiziwan Nan Er Road, Chaoyang District, Beijing 100022, PR China
中国北京市朝阳区百子湾南二路77号 邮编: 100022

Tel 电话: + 86 10 - 87717171

Website 网站: www.bcis.cn

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Unaccompanied Baggage

Beijing Customs and Immigration will not release your belongings until you have all the correct documentations (see later in this chapter). This will still not guarantee that you won't experience delays retrieving personal effects from shipments or air cargo. These delays could range anywhere from three days to three months.

Some hints as regarding unaccompanied baggage. Please be aware that you may have to pay customs/ agent/storage fees for your unaccompanied baggage. You could also be subject to extra custom fees and taxes in China for your freight – (we have had some teachers experience this in the past). **To avoid this happening, please check with your shipping company about the Chinese Customs policies before arranging your shipment.**

- Do not assume that old equipment such as used computers or other electrical appliances will not be subject to customs fees. Items such as laptops, printers and other electrical equipment are best carried in as part of your luggage.
- Items can be affected by dust and may be damaged if they have to sit in storage in Beijing. Items that are held in storage (in China) waiting on the processing of your local documentation will incur storage fees.
- It would be to your advantage to arrange with your shipper to have your luggage/shipment arrive a few weeks after you do as your new residency permit will be required to release it from customs. Door to door service does exist in China. If you make these arrangements with your shipper, they will use an affiliate company here in Beijing to deliver.
- For shipped goods, the following applies (ask your shipper to supply a more detailed list):
- Taxable items include (not limited to): TVs, washing machines, electronic goods, PCs, telephones, furniture, lighting appliances, food, bedding. Note: all of these are readily available in Beijing.
- Non-Taxable items include: kitchenware, clothes, small household items in reasonable quantities.
- New electronic products may be charged more Customs fees.

Note: electrical and household items are available in China at reasonable prices.

What follows are some BCIS teachers' hints on getting your luggage to China. Please be aware that details can change without notice, and you are advised to check on the best way to ship possessions from your home country well in advance of your journey to China.

Some teachers recommend the following shipping companies:



1) SAE Asia (Moving & Pet Relocation)

Website: www.sae-asia.com
 Hotline: 4006806132
 Contact Person: Sabrina Wang
 Mobile: +86 13810857431
 email: sabrina.wang@sae-asia.com

2) CIM Continental Int'l Moving

Website: www.cimmover.com
 Contact Person: Mr. Paul Li
 Mobile : +86 1381040 0042
 Email: sales@cimmover.com

3) Asian Tigers:

Website: www.AsianTigers-China.com
 Contact Person: Ms. Rachel Li
 Email address: rachel.li@asiantigers-china.com
 Contact No.: Tel: +86-10 6415 1188 Ext.116

4) PETS Moving- Globy Pet Relocation

Website: www.globypetrelo.com
 Contact Person: Ms. Harriet Liu
 Mobile: +86 1301015647
 Office number: +86 10 8762 5020
 Email: beijing@globypetrelo.com and beijing1@globypetrelo.com

China Visa, Work Permit and Residence Permit

Before you leave

Notification Letter of Work Permit & Invitation Letter

Before you enter into China, you need to complete the Z-Visa (China work Visa) application for you and S1 Visa (Dependent Visa) application for your dependents in your current country or home country. To apply for the work visa (Z), BCIS Public Affairs Department (PA) will assist you in getting the Notification Letter of Work Permit and Invitation Letter from the Chinese government and then send email to you.

The following documents are required from you first in order for the school to send you the Notification Letter of Work Permit and Invitation Letter.

1. Copy of passport
2. Curriculum Vitae (month specific, starting from High School, no gaps allowed)
3. Degree certificate(s) authenticated by the Chinese Embassy/Consulate
4. Teaching certificate (if applicable) authenticated by the Chinese Embassy/Consulate
5. Teachers who have visa dependents have to bring their marriage/birth certificates to China. The marriage/birth certificates have to be authenticated by the Chinese Embassy/Consulate beforehand.
6. Digital photo (colored, white background, passport sized)
7. A clean criminal record check authenticated by the Chinese Embassy/Consulate
8. Completed information form from PA
9. Medical reports for adult (including adult dependents)
10. Employment certificate from employers for the last two years

Passport

Passports should have remaining validity of more than 2 years, and at least 5 blank visa pages for residence permit of 2-year contract in China. If you have future travel plans requiring visa pages, please be careful to leave more blank pages.

Chinese Embassy Authenticated Criminal Record Check

The criminal record check certificate must be authenticated by the Chinese Embassy/Consulate. The criminal record check certificate can be issued from teachers' home countries or a country where a teacher has been working for over one year. The record period must cover until the date of issuance. And the date of issuance must be within 6 months of applying for the notification letter of work permit. The Chinese Embassy authenticated criminal record check certificate must be the original copy. No fax/photocopies.



Chinese Embassy Authenticated Marriage/Birth Certificate

Any non-teaching spouse or child(ren) visa dependents, must have their marriage/birth certificate authenticated by the Chinese Embassy/Consulate, unless the marriage/birth certificate was issued by the Chinese authorities.

Medical Report

New teachers and spouses need to have a medical check report issued within six months prior to coming to Beijing from a hospital designated by the local Chinese Embassy/Consulate. BCIS PA department will email new teachers the blank form of physical examination record for foreigners. All items on the form have to be checked and any additional relevant information should be included. The original medical reports are needed.

After your arrival in Beijing

Work Permit & Residence Permit

When you arrive in Beijing, the school will organize your Work Permit and Residence Permit application. The residence permit on your passport will be a multiple re-entry visa in China which is valid for at least one year (up to two years). For the work permit and residence permit application, you must present the following documents:

1. Passport
2. 4 passport photos (2-inch full face color photo with white background without hat)
3. Beijing Accommodation Registration Form (The school will assist you to acquire the form from the local police station within 24 hours upon arrival).
4. For first-time residence permit applicants, teachers and spouses must go to the Beijing Exit-and-Entry Administration Division of Public Security Bureau (PSB) in person. PA staff from the school will accompany you.
5. Teachers who have visa dependents must bring their authenticated marriage/birth certificates to China.
6. Original Medical report and its appendix.

Please mail the original medical check report and its appendix to Public Affairs Manager. The original medical report should be submitted to Beijing Exit-Entry Quarantine Bureau for notarization. If the medical report is not eligible, the new teacher and/or spouse will need to go to the Beijing Exit-Entry Quarantine Bureau to have the medical check again.

New teachers and family members will need to offer their passports to the government for at least 6 weeks for the processing of their work and residence permit applications. Please note carefully that it is the teacher's responsibility to monitor the validity of their passports and residence permits in China. This is important, fines are imposed in cases where foreign individuals remain in China on expired residence permits, some cases even resulting in deportation from China.

Passports and residence permit/visa are required for domestic travel in China.

For all enquiries regarding immigration and registration procedures please contact PA department in a timely manner as any delay can hold up the entire visa process.



LIVING IN BEIJING

Welcome to Your Apartment

Upon arrival in Beijing, school staff will meet you at the airport. If your apartment is ready, which is usually the case, we will escort you directly to your apartment. In some cases when an apartment is not ready, we will provide a hotel room within walking distance to the school until the apartment is ready to be moved into. The school will provide a starter pack of the following items to help you settle in:

Flat Sheet	Towel	Mineral Water
Pillow and Pillow Case	Shampoo & Conditioner	Bread
Cutlery	Toothpaste	Milk
Pan/Wok	Shower Gel	Juice
Plate	Tissues	Snack
Cup/Mug	Toilet Paper	Instant Food
Glass	Washing Powder	Butter
Kitchen Utensil Set	Hand Wash Liquid/Soap	Jam
Chopping Board	Dish Cloth/Sponge	Beverages
	Dish Washing Liquid	

First Week

The purpose of the first week is for you to settle into your housing and life in Beijing so that you are able to begin working with colleagues to prepare for the new school year. New hires arrive in Beijing a week before returning staff, and are provided an orientation that will include:

- Shopping for household items (trip to IKEA)
- Setting up bank accounts
- Filling in relevant forms
- General orientation activities
- Sampling local restaurants and shops
- Get familiar with local amenities (where to go shopping, pay utility bills etc.)
- Team building and general settling-in

Money and Banking

The currency in China is RMB (Renminbi – people's money). The unit of currency is the 'Yuan', divided into ten 'Jiao' (commonly known as 'Mao'), which is again divided into ten cents ('fen'). i.e. 1 Yuan = 10 Mao, 10 Jiao = 100 fen. You will also hear the slang expression 'kuai' also used often for RMB, similar to "bucks" for US dollars or "quid" for UK pounds.

For those who are hired outside of Beijing, the school will provide a one-off 2,000 RMB cash equivalent settling-in allowance per teacher. This can be spent on whatever immediate requirements

you have e.g. groceries, appliances. It is strongly advised to bring money for the first month (until you get paid) for various "setting in" expenses. We recommend approximately US\$1,000 – \$2,000. International banking cards (e.g. VISA) can be used to obtain cash at ATMs. However, ensure you have informed your bank about your move as there are times when teachers' overseas bank cards have had restrictions during the settling in period.

On arrival, the school will assist you in setting up your bank account. Note that this will take approximately two weeks, which means that in the meantime you will be required to rely on using cash for your transactions. Please bear this in mind when planning ahead.

It is possible to transfer your money offshore from China. We arrange regular VIP slots at the bank to help teachers complete transactions. We will give more information about this upon arrival, however, note that sending currency out of China is possible, but banking can sometimes take time.

A single person can live comfortably on approx. US\$1500 per month. A couple without dependents can live comfortably on US\$2000+ after the initial startup expenses. Of course, living costs vary according to the individual's or family's lifestyle.

Getting Around Beijing

Getting around Beijing is very easy. You can use Apps for taxi-calling service, like Uber. But you'll need an active bank account to use the App. Taxis are cheap and reasonably safe. A short ride will cost 20 RMB and longer ones across the city are usually no more than 120 RMB. There are different grades of taxis, the cost of which vary slightly.

Other public transport in Beijing is varied. You can travel by bus, subway or shuttle van. Buses are very cheap but tend to be crowded. There are air-conditioned and non-air-conditioned buses.

Bicycles are a popular mode of transport in China, and good bicycles can be purchased at reasonable prices. There are cycle lanes on most of the main city roads. There is also a wide selection of bicycle-sharing options. Care must be taken at all times when cycling around the city, and you are strongly advised to wear a helmet.

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Hiring/Buying a Car

International Driving Licenses are not valid in China. If you want to hire or buy a car you will need to get a Chinese driver's license, which is possible after one year's residence in Beijing.

Communications

- Smart/cell phones are readily available in China. If you are coming from any other country other than the USA and already own a smart/cell phone it is advisable that you bring it with you and purchase a SIM card locally – this is a far cheaper option. Phone credit of 100 RMB can be purchased online, or from any mobile phone shop and tend to last for quite some time.
- Email is available in school and you will be given a personal email address.
- WeChat: WeChat is a very important and useful APP in China. We use WeChat a lot in our daily communications, especially under current epidemic period. Please kindly install WeChat App on your phone and let HR know your WeChat account number, so we can help/support you better in a timely manner as needed when you on board.

Utilities

Tap water is not safe to drink in China. Bottled water is easily and cheaply available from supermarkets or it can be delivered in 19-liter (5-gallon) containers to your apartment. Some teachers choose to get filters added to their kitchen sinks to avoid using bottled water. This is done at the teacher's own expense.

Utility bill information (all amounts are in RMB)

Cost of utilities each month depends greatly on the season, and on individual lifestyle. For example, summertime often brings higher electricity bills due to regular air conditioning use. Please see below for utilities rates.

Gas is based on annual usage (calendar year), and incrementally priced:

Band 1 (1 – 350 m³): RMB 2.28 per/m³;

Band 2 (351 – 500 m³): RMB 2.5 per/m³;

Band 3 (over 500 m³): RMB 3.9 per/m³

Electricity (220 Volts, 50Hz AC) is also based on annual usage and incrementally priced.

Band 1: 0 – 2880 kwh, RMB 0.488 per kwh;

Band 2: 2881 – 4800 kwh, RMB 0.538 per kwh;

Band 3: over 4801 kwh, RMB 0.788 per kwh;

Hot water: 30.00 per ton

Cold water: 5.00 per ton

For a family with 1 or 2 children, the following are typical utility bills for one year: Gas: approx. 500 to 800

Electricity: approx. 2000 to 3500

Hot water: approx. 2000 to 3000

Cold water: approx. 600 to 1000

Internet

To get internet/wifi in your home, you will need to take your original passport to the service provider office and file an application in person. Different housing communities have different internet suppliers, the internet speed and price may also vary. Normally home internet can be set up within 5 – 7 days after application. Remember to cancel your internet service when you move out from the apartment. You can access internet on campus whilst your apartment internet is not yet available.

Internet cost varies with the speed from provider to provider. 100MB one-year service comes to RMB1,500 – 1,700.

If you would like your internet setup and running before your arrival, then you can use the IT service agent. Please understand the agent will charge some fees (around RMB 300 per year) for the services they provide.

Some teachers recommend IT service company:

Top Global IT Service

www.topglobalit.com

Contact person: Mr. Charlie Wang

Wechat No.: 13683698846

Email address: charlie.wang@topglobalit.com

Shopping

There are Western supermarkets in Beijing where most products are available. However, these products may be more expensive than at home. Some of your favorites may not be found at all, but new shops are opening all the time and the range of products available grows all the time. Fruit and vegetables are available in abundance and are very cheap if you shop locally. Toiletries and medicines are also readily available although there may not be the full range of choice you will find at home. There are many pharmacies in Beijing, but it is a good idea to bring your favorite and trusted brands of toiletries and cosmetics with you. Online shopping is a huge phenomenon in China, we recommend you connect with returning or local staff to learn more about the wide variety of apps and sites available.



Clothing and Footwear (General Information)

There is a wide selection of clothing and footwear of varying degrees of quality and price available. High-quality goods can be found in many of the shopping complexes. High-quality goods are also available at various markets along with numerous label copies. Anything can be obtained from a market with some looking – prepare to bargain. Suitable clothing for all seasons is available. However, large shoe sizes for both men and women and clothes for the fuller-figured woman (particularly undergarments) are not readily available.

Travel

Flights from China, both internal and external, can be expensive. You may gain a better deal by buying an open return ticket from your home country. Beijing is becoming a hub for intercontinental travel and is serviced by most major international airlines. It is easy to reach all parts of China by plane. Trains and buses are reasonably priced and tickets for long journeys can be obtained without much difficulty. Overnight sleeper trains are popular for longer journeys. Booking in advance is a necessity and returning staff can assist you with contact information for reliable travel agents.

(Refer to Salary and Benefits section for flight allowance details)

School travel agent contact information for your reference.

CITIC Tourism Group Co., Ltd.

Contact Person: Ms. Blanche Yuan

Email address: yuanrun@citic-mice.com

Wechat No.: 13716696526

Address in Beijing: 6th Floor CITIC Building Tower B, 19 Jian Guo Men Wai Ave., Beijing 10004, P. R. China

Religious Services

There are several places of worship in Beijing that can be readily found in the local magazines (That's Beijing, The Beijinger etc.).

Consulate / Embassy Protection

It is recommended that you keep your consulate/embassy in Beijing informed of your arrival and stay, and subsequent whereabouts. Check your government website for more information.

Children

Babies and Toddlers

Soy milk, powdered milk and dried cereal are widely available. Dairy products are also available at all western supermarkets. If you have a baby, bring plenty of formula to see you through the first few weeks when you are busy settling in. Johnson's baby products, Gerber and Avant are available in the western shopping centers. Most types of children's clothing and footwear are available – both in the markets and shopping malls. Sunhats and sunscreen can also be found. Children's books are becoming more widely available as new bookshops open in Beijing. Items such as children's bikes and bike helmets are also available and inexpensive.

For those who are pregnant or planning to have children, good quality pre-natal care is available in Beijing. There are English speaking doctors, ultra-sound equipment, immunizations and vaccinations may be covered by the medical insurance. The hospital has many infant medications available for over the counter purchase, such as children's Tylenol. Non-prescription medications are also available at lower cost in the city's pharmacies.

(Refer to Benefits section for maternity/paternity/parental leave policy)

Childcare is easily available, although it is not always easy to find a child-minder who speaks fluent English. The child-minder, or "ayi" as they are called here, may need training and there are cultural expectations about child-rearing that are different in China. BCIS staff can provide assistance before arrival for finding an ayi to join a family, particularly for those with young children.



School Aged Children

Free education for three children is offered to children of BCIS teachers. Children must be aged 2 years by August 31 to enroll in the Toddler program, and must have reached 3 years by August 31 to enroll in the Nursery program. Students must meet the admissions criteria for entry to BCIS. Newly joining staff children are expected to join our Xperience Summer camp (2 weeks before the start of school) at no extra cost, however, we understand that this may not be possible in all cases. Please discuss this with your Principal. Beijing is a safe environment for children. There are many public parks, children's play areas and indoor play centers for children. There is the zoo, a variety of aquariums and theme parks and many activities and sports teams for children to join.

Healthcare

The school arranges for your health insurance coverage. The school reviews its health insurance partners annually and the provider may change from one year to another. The current provider is MSH. The coverage currently includes basic routine dental cover, however you may wish to opt in, at your own cost, to other additional coverage. Please note that this medical insurance package provides coverage across most of the world but does not provide coverage in the United States. The insurance scheme gives access to well-equipped hospitals with emergency services, staffed by Western-trained doctors that provide routine care as well as clinics. At many facilities you can enjoy direct billing service. The most popular of which are Peking Union Medical College Hospital, International Medical Services, Beijing United Family Hospital (BJU), Oasis International Hospital (OASIS), VISTA clinic, Bayley & Jackson, St. Marco Hospital, Beijing Hong Kong International Medical Clinic; if using a facility outside of the direct billing network you will first need to pay up front and the insurance company will reimburse you later.

Please note that teachers are required pay a 20% co-payment for both out-patient and inpatient services at the city's private medical providers, except for VISTA clinic and St. Marco Hospital, Beijing Hong Kong International Medical Clinic. There are some luxury facilities such as Raffles and BJU where a 25% co-payment is applied to the cost of both inpatient and outpatient treatment. Please check with a medical doctor regarding up to date vaccinations before arriving in Beijing.

Useful Websites

Hong Kong International Medical Clinic, Beijing: <http://www.hkclinic.com/?/a/index/lang/en>

Vista Clinic Beijing: <http://www.vista-china.net/en/>

St. Marco Hospital: <http://www.stmarco.cn/col.jsp?id=103>

OASIS International Hospital: www.oasishealth.cn

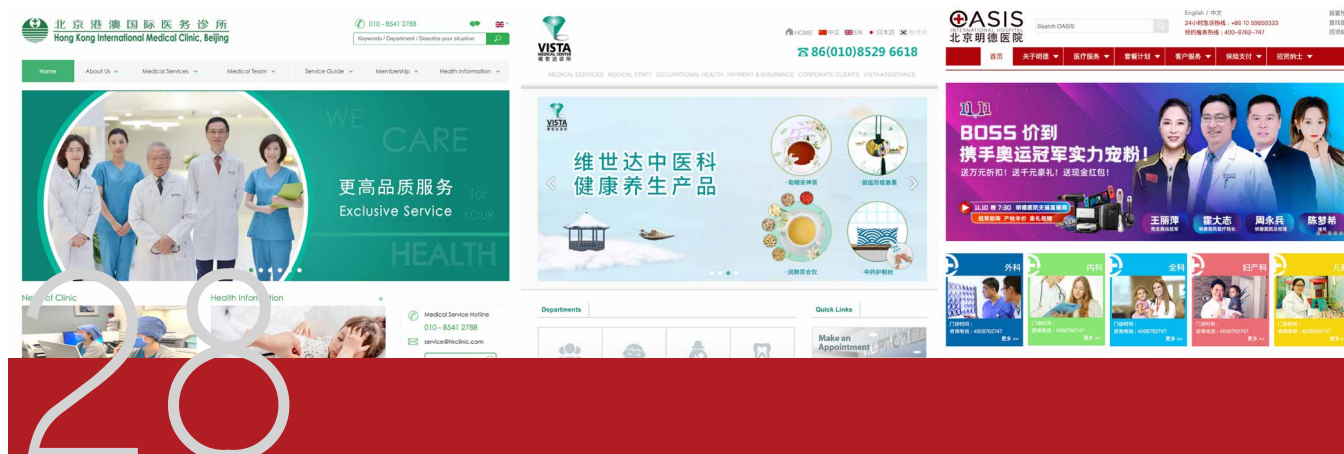
International Medical Center Beijing: <http://www.imcclinics.com/english/>

Raffles Clinic Beijing: <https://www.afflesmedicalgroup.com/international/medical-clinics-services/beijing/>

Beijing United Family Healthcare: <http://beijing.ufh.com.cn>

Beijing Friendship Hospital: <http://www.bfh.com.cn/Html/News/Articles/123.html>

Beijing Tiantan Puhua Hospital: www.puhuaclinic.com



SALARY AND BENEFITS

Successful candidates will be provided with a formal letter of appointment and a contract of employment that will specify salary and benefit entitlements for the individual teacher.

Salary BCIS COMPENSATION PHILOSOPHY

BCIS recruits and retains professional staff of the highest caliber. The purpose of the salary and benefits package is to reward outstanding educators for excellence of service and loyalty to the school. Initial placement on the salary scale is based upon qualifications and previous teaching experience. Career advancement is based upon the following factors. Demonstrated commitment to the school's mission and philosophy; provision of a rigorous learning experience for all students, differentiated for individual needs; collaborative practice with colleagues; demonstrated professional leadership in formal and informal roles; contributions to developing and maintaining a positive school and community climate.

Salary Schedule 2022 – 2023 for Overseas Hire Teachers and Locally hired Expatriate Teachers

Notes

1. Teachers new to BCIS will be placed on step in line with their full-time teaching experience.
2. Teachers progress one step on the scale each year, based upon successful appraisal outcomes.
3. The maximum entry for new teachers is Step 9, including teachers with 9 years of experience or more.
4. For full time faculty each step equals one year of service.
5. New teachers who hold a master's degree will receive a one-time bonus of 20,000 RMB (gross), and teachers who hold a doctorate degree will receive a one-time bonus of 40,000 RMB (gross) in their first year of teaching at the school.
6. If a teacher with a bachelor's degree is awarded a master's degree or higher during the contract period a one-time bonus of 20,000 RMB will be paid at the beginning of the following school year.
7. If a new teacher is appointed directly to a formal leadership position (team leader), a stipend of 24,000 RMB (gross) per year will be paid for that leadership role for as long as they hold the position.
8. When the teacher signs a two-year contract extension, BCIS will pay a re-signing bonus of RMB 15,000 gross to the teacher. This will be paid as one lump sum in the August pay period in the second year of this two-year contract.
9. Locally-hired expatriate teachers are paid the same salary as overseas hire teachers but they do not automatically receive all overseas benefits (see Benefits, below).
10. The School Board may consider an annual cost of living bonus for teachers each year.
11. Salary, net of individual income tax, is paid at the end of each calendar month. Individual income tax is normally within 15% to 20% of gross salary.

Overseas hire and local expatriate teachers are required to pay the individual monthly contribution for local Social Security benefits. The current estimate of the approximate monthly net cost to the teacher is round 3,000 RMB. The teacher will be entitled to claim the pension component of their contribution upon final departure from China.

(Currently our teachers are not required to contribute it until further information is released.)

SY2223	Step	Gross salary (RMB)	Improvement between steps	
Fewer than 2 years full-time teaching	1	320,443		
After 2 years full-time teaching	2	336,466	16,023	5.00%
After 3 years full-time teaching	3	353,288	16,822	5.00%
After 4 years full-time teaching	4	370,600	17,312	4.90%
After 5 years full-time teaching	5	388,759	18,159	4.90%
After 6 years full-time teaching	6	407,809	19,050	4.90%
After 7 years full-time teaching	7	427,791	19,982	4.90%
After 8 years full-time teaching	8	444,902	17,111	4.00%
* After 9 years full-time teaching	9	462,699	17,797	4.00%
	10	474,729	12,030	2.60%
	11	487,072	12,343	2.60%
	12	499,249	12,177	2.50%
	13	511,231	11,982	2.40%
	14	523,500	12,269	2.40%
	15	535,540	12,040	2.30%
	16	547,858	12,318	2.30%
	17	559,910	12,052	2.20%
	18	572,229	12,319	2.20%
*Max. entry point	19	584,818	12,589	2.20%

Benefits for Overseas Hire Teachers

The school offers a competitive package of benefits to overseas hire teachers, as follows:

Accommodation*:

During the first year of service the school provides, within the housing allowance to the teacher, a 1, 2 or 3-bedroomed apartment according to contractual status based on family size.

Flight allowance for teachers joining BCIS*: When, upon the commencement of the contract, the new teacher arrives in Beijing from the country or district of origin, the school will reimburse the teacher's one off travel expenses only (up to 8,000 RMB) against official Air travel receipt/ Itinerary list/ Boarding passes.

Accompanying spouse: 8,000 RMB

Accompanying dependents (two maximum):

12 to 17 years inclusive 8,000 RMB;

2 to 11 years inclusive 6,000 RMB;

0 to 1 year inclusive 2000 RMB.

Application for reimbursement of air travel expense should be submitted with the boarding card. Boarding card(pass), Itinerary list, official Fapiao, e-receipt, within one month of arrival in Beijing. The school will reimburse the actual cost of the air travel expense only

up to the maximum value of the BCIS travel allowance; any amount exceeding the maximum travel allowance will be borne by the teacher. Written approval for the payment of travel allowances for the teacher's spouse and dependent(s) should be sought from the school in advance. Travel expenses will not be converted into cash.

*Important Note: In the second and subsequent years of service the teacher is paid a 'Flexipool' of money consisting of a housing allowance (11,000 RMB per month to 17,500 RMB per month depending on contractual status) and an airfare allowance (12,000 RMB per teacher and accompanying spouse with an allowance for accompanying children as per airline regulations). Under this arrangement the teacher is reimbursed for housing and airfare expenses against official tax receipts (fapiaos). Any residual fund left in the 'Flexipool' is added to the teacher's pension payment at the end of the year, subject to individual income tax.

Pension:

10% of annual gross salary (liable to tax), payable at the end of each academic year.

Settling in Allowance:

2,000 RMB per teacher paid upon arrival for a teacher arriving from a country/city of origin outside Beijing. As collecting fapiaos (official tax receipts) can be difficult at times, school normally provides Carrefour cards equal to settling allowance to new teachers.

Baggage Allowance:

Arrival from the country of origin at the time of appointment, or leaving for the country of origin at the time of departure:

Single Teacher: 7,700 RMB

Teaching couple without accompanying dependents: 13,900 RMB

Single teacher with one or two dependents: 13,900 RMB

Teaching couple and one or two dependents, or single teacher with three dependents: 17,000 RMB

Arrival from outside Beijing, China at the time of appointment, or leaving for country of origin at the time of departure:

Single Teacher: 3,000 RMB

Teaching couple without accompanying dependents: 5,400 RMB

Single teacher with one or two dependents: 5,400 RMB

Teaching couple and one or two dependents, or single teacher with three dependents: 6,600 RMB

Teachers who are recruited from Beijing or leaving BCIS but still stay in Beijing are not entitled to baggage allowance.

Tuition for Dependent Children:

Tuition remission at the school is provided for up to 2 dependent children who meet the school's admissions criteria per teacher or teaching couple. Additional fees (ex: lunch, bus) will be borne by the teacher. The tuition policy concerning the third child will be reviewed by the Board and the senior administration every two years to ensure that it is compatible with demands (places available) as manifested by the number of tuition paying families/students accepted for enrollment.

Leave:

Sick leave: 14 days each year if no hospitalization is necessary, or 56 days each year if hospitalization is necessary.

Personal leave: 2 working days.

Compassionate leave: 5 working days

Interview leave: up to 5 working days depending on length of service at BCIS.

Sabbatical leave for long-serving teachers.

Maternity leave**: 98 consecutive calendar days.

Paternity/parental leave**: 10 consecutive working days following the birth.

Adoption leave**: 5 consecutive calendar weeks following the adoption in the case of a child below school age; 5 consecutive days following the adoption in the case of a school age child. Adoption leave is applicable to one adoptive parent only.

**Note: Maternity, paternity/parental and adoption leave for overseas hire and locally hired expatriate teachers is only applicable from the 3rd year of service which means during the initial 2-year contract will not be paid leave if taken.

Note: benefits marked with this symbol are also offered to locally hired expatriate teachers.



DOUBLE BENEFITS

If the spouse/partner of the teacher is provided with any benefits in relation to housing, travel, baggage expenses and/or medical welfare by any other organization or company for whom the spouse/partner is in the employ of, the school shall be entitled to remove any overlapping benefits provided by the school for the teacher and the spouse/partner.

In regards to the previous paragraph and with the purpose of determining the level of benefits for the teacher, the school may seek written confirmation from the Human Resource department of the organization or company where the spouse/partner of the teacher is employed of his or her level of such benefits (in specific amounts). In case the spouse has a level of benefits less than that of the teacher, the difference therein shall be compensated by the school as benefits of the teacher, otherwise (i.e. the spouse's level of benefits is higher than or equal to the teacher's) the school shall not be liable for provision of such benefits to the teacher.

It shall be the duty of the teacher to ensure the accurate updating BCIS Human Resources department with current information in relation to the contractual benefits entitled by his or her spouse/partner, including any changes in the level of said benefits. This information will be confirmed by BCIS' Human Resources manager. Any failure by the teacher to declare and/or provide incorrect information as aforesaid in a faithful manner shall be a ground of misconduct under clause 20.2(a) on teacher's labor contract (on the grounds of the teacher's misconduct or conduct inconsistent with his/her service). If two or more single teachers choose to share an apartment, they will receive a combined allowance equal to that of a teaching couple.

* The information contained herein is accurate as of the date of publication. It is intended to provide prospective candidates with a true and fair view of the school. The BCIS Human Resources department will further clarify benefits upon offer of employment.



MAP OF SCHOOL AND NEIGHBOURING PLACES OF INTEREST



- 1 Annie's Restaurant
Popular with the expat community this Italian restaurant is family friendly and delivers to your home.
- 2 B&Q
These superstores have everything to fix up your home like paint, wall paper, flooring, tools, hardware, furniture, fabrics and much more!
- 3 Beijing Subway stations
- 4 Carrefour
A supermarket that offers a large variety of local and imported foods such as wine, cheese, canned goods, produce, toiletries and home ware.
- 5 China World Trade Center
A hotel and shopping mall that sells international brand names shoes, bags, clothes, make-up and accessories. Also, located inside are many foreign restaurants, a supermarket, and a bookstore.
- 6 April Gourmet
A chain store purveying a range of imported cheese, olives and cold cuts, as well as staples like dried pasta, canned food and cereals.
- 7 Landgent Apartments
Teachers Housing
- 8 PinGod Apartments
This residential compound hosts an Art Gallery, bookstore, travel agency, Pilates & Yoga centre and a variety of specialty shops.
- 9 Space 3 Shopping Mall

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BCIS SCHOOL CALENDAR FOR 2021-2022

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
July				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

4 - Students return to school

28 - Finish for CNY Break @ 12 noon

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Aug							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

23 - students return

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Feb		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28						

31 - 6 CNY break (1 Spring Festival) (31-6 national public holiday)

7 - Students return to school

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sept			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

21 - Moon Festival (holiday)

30 Finish for October Break @ 12 noon

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Mar		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

18 - Student Led Conferences

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Oct					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

1 - 10 October Break

11 - School resumes

29 - Parent/Teacher/Student Conferences

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Apr					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

1 - Finish for holiday @ 15:30

2 - 10 April break

5 - Tomb Sweeping Day

11 - Return to school

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Nov	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
May							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

2 - Labour Day holiday

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dec			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

22 - Finish for Winter Break @ 12 noon students (12:30 teachers)

23 - 3 Winter break

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jun			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

3 - Dragon Boat Festival (holiday)

10 - Last day @ 12 noon students (12:30 teachers)

Parent/Teacher/Student Conference days

Professional Development days

School Holidays

Weekend

183 School Days





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北京乐成国际学校BCIS

北京乐成国际学校

Beijing City International School

Beijing City International School

@BCISonline

Main Campus 北京乐成国际学校

T +86 10 8771 7171

No.77 Baiziwang Nan Er Road, Chaoyang District, Beijing 100022, PR China

北京市朝阳区百子湾南二路77号 100022

ECC Campus 北京乐成国际学校幼儿园

T +86 10 6770 0766

No.11 Dongbai Street, Chaoyang District, Beijing 100022, PR China

北京市朝阳区东柏街11号

E admissions@bcis.cn

W www.bcis.cn